

## CHECKLIST

### Q1 BUDGET PLANNING CHECKLIST

**Plan smarter, not harder:** Your guide to a cost-effective staffing strategy for the year ahead.



#### 1: ASSESS WORKFORCE NEEDS

**What to Do:**

Evaluate upcoming projects and seasonal trends to identify workforce requirements.

**Why It Matters:**

Proper planning ensures you're not caught short-handed or overstaffed, saving money and improving operational efficiency.

#### 3: DEVELOP A RETENTION STRATEGY

**What to Do:**

Focus on engagement and satisfaction to keep your top talent.

**Why It Matters:**

Retained employees bring consistency, institutional knowledge, and higher morale to your team, reducing the need for constant rehiring.

#### 5: IMPLEMENT ANALYTICS TOOLS

**What to Do:**

Use workforce analytics to monitor key metrics and stay on track.

**Why It Matters:**

Analytics provide actionable insights, helping you make data-driven decisions to optimize costs and performance.

#### 2: REVIEW TURNOVER METRICS

**What to Do:**

Dive into turnover data to uncover opportunities for improving retention.

**Why It Matters:**

High turnover leads to increased hiring costs and decreased productivity. Understanding trends allows you to address root causes.

#### 4: REVIEW TURNOVER METRICS

**What to Do:**

Ensure alignment between your staffing partners and your business goals.

**Why It Matters:**

The right staffing partner helps you scale efficiently, meet project deadlines, and achieve long-term success.



**Ready to see how smarter workforce planning drives results?** Let's make it happen. Contact us now to get started and set your team up for success!

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